

**Administrative Office of  
The Supreme Court of Appeals of West Virginia  
Position Announcement**

**5<sup>th</sup> CIRCUIT, ROANE AND JACKSON COUNTIES PART TIME EMPLOYMENT  
OPPORTUNITY**

**The Position**

The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for An Adult Drug Court Case Manager to serve Roane and Jackson Counties, in West Virginia. The position reports directly to the Adult Drug Court Judges Judge as part of the local Judicial Administrative Staff.

**PROBATION OFFICER**

Salary Commensurate with Experience and Education.

**Position Purpose:** Under the general direction of an administering Adult Drug Court Judge and Adult Drug Court Probation Officers, employees in this class perform the full range of client case management services. One of the important roles for this position is to develop strong working relationships with drug court team members from the Judiciary, Prosecuting Attorney's Office, Public Defender's Office, Division of Corrections and Rehabilitation, Bureau of Juvenile Services, DHHR, local treatment providers, and / or other agencies, as well as the public. Non-traditional work hours will be required at times.

**Minimum Qualifications:** Relevant bachelor's degree involving coursework equivalent to a major whose subject matter is directly applicable to probation work (Examples: counseling/psychology, corrections, criminal justice, and social work). A relevant associate degree with a minimum of two years relevant work experience may be accepted. Must have a valid driver's license and reliable transportation. Must pass a NCIC/CIB background check and a drug screen.

**Primary Duties and Responsibilities include:**

- Assist Drug Court Probation Officer with data entry, case planning, and preparation for drug court related meetings and hearings
- Conduct drug screens for drug court participants as per the Probation Drug Testing Protocol
- Participate in weekly Drug Court Treatment Team meetings
- Attend all Drug Court hearings
- Accompany Probation Officers, as requested, during home / school / work visits of Drug Court participants (NOTE: Case managers do not have arrest authority or authority to search)
- Assist Drug Court PO in compliance checks with agencies to which the drug court participants have been referred for services and / or community service
- Other administrative duties as needed

**Criminal Background Check and Drug Screen:** Successful candidates must submit to criminal background check and a drug screen.

**Compensation** includes:

- \$17/hour for up to 20 hours a week
- Mileage for required travel

### **West Virginia Courts**

West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at [www.courtswv.gov](http://www.courtswv.gov).

### **Equal Opportunity in Employment**

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

### **Application Process**

To apply for this position, please direct the completed Court Employment Application (available on Court website, [www.courtswv.gov](http://www.courtswv.gov)), signed and notarized Release for Criminal/Background Check (available on Court website), writing sample, along with a letter of interest highlighting applicable experience, and a resume, including references to:

Chris Johnson, Chief Probation Officer  
5<sup>th</sup> Judicial Circuit  
Jackson County Courthouse  
Ripley, WV 25271

**Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.**